



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

We Protect Hoosiers and Our Environment.

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Michael R. Pence
Governor

Thomas W. Easterly
Commissioner

November 8, 2013

UST Owners and Operators,
Environmental Consultants and Contractors
And Other Interested Parties

To Whom It May Concern:

Re: ELTF Claims Submittal Update Reminder

On Tuesday, October 1, 2013, the Excess Liability Trust Fund (ELTF) section made an administrative announcement concerning new submittal guidelines for any ELTF claim submitted to IDEM's ELTF section after November 4, 2013. This announcement may be found at <http://www.in.gov/idem/5063.htm> and requires that all Excess Liability Trust Fund (ELTF) claims must be submitted following the Office of Land Quality (OLQ) Document Submittal Guidelines found at www.idem.in.gov/6578.htm.

The OLQ Document Submittal Guidelines for ELTF claim submittals, as of November 4, 2013, require the following:

- One (1) paper copy of the entire ELTF claim
- One (1) CD or DVD containing (*please verify the file will open before submittal*) -
 - Complete ELTF claim including the application and associated backup documentation, preferably as a PDF

Please ensure that all ELTF claim submittals meet the updated OLQ Document Submittal Guidelines. If a submitted claim does not comply with the updated OLQ Document Submittal Guidelines, it will be administratively denied. If you have any questions, please contact Tina Hayes at 317-234-0990 or via email at thayes@idem.IN.gov

Sincerely,

Bobbi Steiff
Chief, Excess Liability Trust Fund Claims Section
Underground Storage Tank Branch
Office of Land Quality



A State that Works